


DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Fox Lake Correctional Institution		
Original Effective Date:	DAI Policy Number: 309.06.01	Page 14 of 24
New Effective Date: 06-01-12	Supersedes Number: 422.04	Dated: 7-05-05
Chapter: 309 Resources for Inmates		
Subject: Visiting		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: 		

REFERENCES

WI State Statutes 302.095(2), Delivering Articles to Inmate
 DOC Administrative Code 309

DEFINITIONS, ACRONYMS, AND FORMS

LAIP – Legal Assistance for Incarcerated Persons

DOC-1089 Denied Visit Justification
 DOC-1267 Visitor Notification
 DOC-2076 Pastoral/Religious Visit Application
 IATS020C Incident Report
 IVTS060A Inmate Visitor List

FACILITY PROCEDURE

- I. FLCI Visiting Regulations - General
 - A. Hours
 1. Monday through Friday 2:30 p.m. to 8:45 p.m.
 2. Saturday, Sunday, and Holidays 8:00 a.m. to 3:45 p.m.
 3. NOTE: Visitors may not enter the entrance facility until 2:15 pm. Visitors are not to loiter outside the entrance facility building prior to 2:15 pm.
 - B. Visits must begin 45 minutes prior to the end of visiting hours.
 - C. Weekday visits: may last up to 3 hours.
 - D. Weekend and holiday visits: may last up to 2 hours.
 - E. For visiting purposes, the following holidays are recognized by the institution:
 1. New Year's Day – January 1
 2. Martin Luther King Day – 3rd Monday in January
 3. Memorial Day – last Monday in May
 4. Independence Day – July 4
 5. Labor Day – first Monday in September
 6. Thanksgiving Day – fourth Thursday in November
 7. Christmas Eve – December 24
 8. Christmas Day – December 25
 9. New Year's Eve – December 31

When New Year's Day, 4th of July or Christmas Day fall on a Sunday, the next day is also considered a holiday.

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F. Number of Visits/Visitors

1. Inmates are allowed three visits per week. The visiting week is considered from Monday to Sunday.
2. Only one visit is allowed each weekend.
3. A maximum of six adult visitors is allowed at one time.
4. Inmates may have two different visits on the same weekday if they involve different visitors unless the weekday is considered a holiday.
5. Visitors can join a visit for the time remaining on that visit.
6. Visiting time may not be accumulated.
7. If it is necessary to terminate a visit due to overcrowding, the visitors who arrived first will be terminated first.

G. Visitor Requirements

1. Only visitors on the approved visiting list will be admitted. This also applies to children and infants.
2. All visitors sixteen (16) or older are required to provide photo identification prior to visiting. The only allowable forms of photo identification are:
 - a. Valid State driver's license or Temporary Driving/Identification Receipt.
 - b. Valid passport or visa.
 - c. Valid Department of Transportation ID
 - d. Valid military ID
 - e. Valid tribal ID (if it provides photo)
 Out of state visitors may use their home state driver's license or state issued picture identification.

II. Introduction of Contraband**A. Drug Free Policy**

Visitors to FLCI are required to comply with efforts to deter the introduction of drugs into the facility. Failure to comply with these efforts or those who attempt to bring illicit drugs into FLCI may be subject to restricted visiting privileges and/or referral to the Dodge County District Attorney for prosecution for a felony.

B. Wisconsin State Statute 302.095(2) states:

Any officer or other person who delivers or procures to be delivered or has in his or her possession with intent to deliver to any inmate confined in a jail or state prison, or who deposits or conceals in or about a jail or prison, or the precincts of a jail or prison, or in any vehicle going into the premises belonging to a jail or prison, any article or thing whatever, with intent that any inmate confined in the jail or prison shall obtain or receive the same, or who receives from any inmate any article or thing whatever with intent to convey the same out of a jail or prison, contrary to rules or regulations and without the knowledge or permission of the sheriff or other keeper of the jail, in the case of a jail, or of the warden or superintendent of the prison, in the case of a prison, is guilty of a Class I felony.

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III. Metal Detector

- A. All visitors must clear a metal detector before being permitted to enter the institution. Failure to successfully clear the metal detector after three (3) attempts will result in the visit being denied. To expedite clearing the metal detectors, visitors should avoid wearing clothing with metal attached (i.e., buckles, snaps, metal buttons, wire in undergarments).
- B. Coats, jackets and non-religious headwear must be removed before clearing the metal detector.
- C. Visitors who are unable to clear the metal detector due to wearing an underwire bra will be provided the opportunity to take the following steps:
 1. Go to a private room to remove the bra and place it in a bag provided by the officer.
 2. Provide the bag with the bra inside to the officer for visual inspection.
 3. Attempt to clear the metal detector.
 4. Return to a private room and place the bra back on.
 5. Proceed to the visit.
- D. Visitors who are unable to successfully clear and walk through the metal detector due to a medical appliance/assistive device, must submit a completed DOC-2424 to the Security Director/designee prior to the visit.
 1. The visitor will need to complete the respective portion of the DOC-2424 and provide it to their medical professional who will complete the respective portion of the DOC-2424 and send it via fax or mail to the Security Director/designee.
 2. The medical professional shall specify the location of the medical appliance. They do not need to specify what type of medical appliance.
 3. The medical professional shall specify the type of assistive device and whether or not it is permanent.
 4. Assistive devices are subject to careful inspection prior to allowance in the institution/center. Any such devices that come apart and/or are hollow will be taken apart as feasible and/or scanned.
 5. The Security Director/designee will investigate and verify all such claims, prior to the visitor being allowed entrance. After verification and if approved by the Security Director/designee, a DOC-2424 will be completed and distributed.
 6. Approval by the Security Director/designee allows for the waiver of the walk through metal detector and allows the visitor to be scanned by hand held metal detection.
 7. Visitors requiring a wheelchair must provide their own wheelchair and have prior approval of the Security Director.
- E. Jewelry other than a wedding band or single ring, watch, single strand necklace, and single pair of earrings is not allowed to be worn. These items must be removed to clear the metal detector. Any piercing of the body should

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be removed if possible. If not possible and the visitor does not clear the metal detector, the visit may be denied.

IV. Visitors will be hand stamped prior to entrance into the institution.

V. Visitor Attire

A. The following apparel is considered inappropriate and will result in denial of visiting privileges.

1. Transparent/translucent clothing.
2. Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended.
3. Skirts and dresses shorter than fingertip length plus three inches with the visitor standing with proper posture, arms straight down, fingers extended.
4. Strapless, tube and halter tops and dresses.
5. Tops and dresses that expose the midriff (front and/or back) or bust.
6. Spandex or Spandex-like and Lycra or Lycra-like clothing (any).
7. Exposed underwear.
8. Clothing with revealing holes, tears or slits above fingertip level.
9. Clothing or accessories with obscene or profane writing, images or pictures.
10. Gang-related clothing, headwear, shoes, logos or insignias.
11. Any clothing that may have the potential to cause a disruption.
12. Camouflage clothing of any type.

B. Footwear

1. Visitors will not be admitted without footwear.
2. Removal of footwear during a visit is not permitted.

C. Head Covering/Face Covering

1. Headwear is allowed provided it does not conceal the identity of the individual and allows the officer to verify identification of the person by comparing to the photo ID.
2. Visitors who have religious headwear that conceals identity are required to allow institution staff to view their face(s) in order to verify identification of the visitor, upon entry and exit of the institution. After identification, the visitor will be permitted to replace the facial covering.
 - a. If the visitor is female, a female staff member will conduct the identification verification procedure.
 - b. Special security precautions may be taken, as authorized by the institution Security Director, to effectively supervise the visit.

VI. Money/Property Brought in on Visits

- A. Money may not be brought in on a visit for deposit into an inmate's account. Money must be sent to the institution for the inmate.

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- B. Paper money is not allowed to be brought into the institution at any time. Visitors found to be in possession of paper money may have their visit terminated and may be subject to visiting privilege suspension.
- C. Coins (limit \$15.00) may be brought into the institution for use in the vending machines. Inmates are not to handle money during visits.
- D. No property may be given to an inmate during a visit. Failure to follow this requirement may subject the visitor to suspension of visiting privileges or prosecution.

E. Property for the Visitor's Use

- 1. Wallets, purses and keys are not permitted into the institution. Lockers are available to store these items.
- 2. Only the following items are allowed to be brought into the institution.
 - a. Comb, pick or brush, limited to one for each visitor.
 - b. Up to two (2) baby blankets for each child.
 - c. Up to four (4) diapers for each child. Diaper bags are not allowed.
 - d. Up to two (2) plastic baby bottles for each child. Formula must be premixed and in an approved bottle.
 - e. One (1) hand-held baby seat for each child.
 - f. Diaper wipes in small, sealed travel pack or individually packed in a clear plastic bag.
 - g. One (1) pacifier for each child.
 - h. One (1) coat and one (1) pair of gloves for each visitor.
 - i. Headwear (provided it does not conceal identity).
 - j. One (1) institution locker key.
 - k. Visitors are permitted to bring in medically necessary medications such as but not limited to, inhalers, nitro pills (only individual pills, not bottles) and epinephrine injectors. Other medications should be taken prior to entering the institution.
 - l. One clear plastic bag to carry personal property.
 - m. The shift supervisor, prior to the visitor entering the institution, must approve any other critical items needed by a visitor.

VII. Smoking

- A. Visitors are not permitted to bring tobacco products onto the institution grounds.
- B. Smoking or use of any tobacco product is NOT ALLOWED in any part of the visiting area or on institution grounds.

VIII. General Visiting Conduct Rules

- A. Any abuse of visiting privileges or non-compliance with the rules listed below by inmates or visitors may result in suspension or termination of visiting

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privileges. Specific rules for visiting behavior are available from the visiting officers and are also in the housing units.

- B. The officers will assign seating. Only unusual circumstances will create a seating change.
- C. Visitors are to use the restroom on the west side of the visiting room in the administration building.
- D. Inmates will use the restroom on the east side of the administration building.
- E. Physical disciplining of children is forbidden at all times. Failure to comply with this may result in termination of visiting privileges, disciplinary action, and/or referral to social service agencies. Visits may be terminated due to unruly children or lack of supervision of children by the inmate and/or the adult visitors.
- F. Inmates and visitors are permitted to embrace and kiss only at the beginning and end of the visit. Excessive or continued displays of affection are not allowed.
- G. After a visitor leaves the institution, he/she will not be allowed to re-join a visit.
- H. Talking from table to table, or "cross visiting" is not allowed.
- I. Good-byes are exchanged in the visiting room. Once a visit has ended, there will be no contact, physically or verbally, between the inmate and any of his visitors. The inmate is responsible for assuring his visitors are aware of this requirement and obeying it.
- J. In the event a visit is denied, the entrance facility sergeant will notify the shift supervisor and complete a DOC-1089, Denied Visit Justification, and an IATS020C, Incident Report, detailing the reason the visit was denied.
 - 1. Visitors who are not on the visiting list and/or are not given access to the visiting room will not be allowed to wait in the entrance facility.
 - 2. While waiting in the parking lot, visitors must remain by their vehicle. Minors under the age of 18 cannot be left unattended in the entrance facility or parking lot. Any minor sent back to the entrance facility or to the car must be accompanied by an adult.
 - 3. Pets or visitors with medical concerns are not to be left unattended in vehicles.

IX. Inside Visiting Process

- A. Visitors must report to the visiting room officer.

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- B. All chairs must be left as they are set up and may not be moved unless directed by the officer. Visitors and inmates are to be seated facing the tables.
 - C. Inmates are not allowed to go into the lobby area.
 - D. Inmates are permitted to bring to a visit only their room key, comb or pick, a wedding band, sunglasses, handkerchief, coat, hat and gloves. Any other items must be returned to the unit prior to the start of the visit. The officer will not hold any items during a visit.
- X. Outdoor Visiting Process
- A. Visits are held outdoors, weather permitting, beginning in May and concluding in September.
 - B. The shift supervisor will make the decision which type of visiting will be conducted.
 - C. Prior to the start of the visit, the inmate and his visitors will inform staff of the choice of outside or inside visiting.
 - D. All visitors must report to the officer.
 - E. The officer will make table assignments. Once assigned, seating will not be changed except for unusual circumstances.
 - F. Vending machines are available for use by visitors. Inmates are not to handle money during visits.
 - G. Tables may not be moved or adjusted without the officer's permission.
 - H. Visitors and inmates are to be seated facing the table. Straddling the benches or sitting on the table tops not allowed.
 - I. Good-byes are to be exchanged outside the fenced visiting area next to the officer's post.
- XI. No-Contact Visiting
- A. Hours

Monday through Friday	2:30 pm to 5:30 pm
Saturday/Sunday/Holidays	8:00 am to 11:00 am
 - B. All no-contact visits are held in the segregation building.
 - C. Number of Visits/Visitors

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1. Inmates on a no-contact visit restriction in general population status will be entitled to a maximum of nine (9) hours visiting time per week, under the same guidelines as regular visits.
 2. Inmates in segregated status may receive no more than three visits per week.
 3. Inmates in segregated status will be allowed to visit a **maximum** of two hours at one time, unless further restricted by the Administrative Code, as outlined below:
 - a. Temporary Lock Up – 1 hour per weekday and 1 hour per weekend
 - b. Observation – 1 hour per week, with the Warden's approval
 - c. Voluntary Confinement – 2 hours per month the first 200 days; 4 hours per month thereafter
 - d. Adjustment Segregation – 1 hour per week, following standards in program segregation status
 - e. Program Segregation/Disciplinary Separation – 4 hours per month.
 - 1) Visits are limited to 1 hour.
 - 2) Visits which last less than 1 hour will be listed as a 1 hour visit.
 - 3) No more than (1) visit in any one (1) week (Monday through Sunday)
 - f. Administrative Confinement – Three 2-hour visits per month.
 - g. Controlled Segregation – None
 - h. Cell Confinement - None
 4. No-contact visits will be restricted to a maximum of two visitors per visit. Minor children of the inmate must be approved by the Security Director /designee prior to the visit.
 5. No more than three no-contact visits can be accommodated at one time; therefore, length of visits may need to be adjusted based on availability of visiting space. If it is necessary to terminate a no-contact visit due to overcrowding, the visitors who arrived first will be terminated first.
 6. Visits to inmates in segregation status may be limited or terminated if the Security Director or designee determines that the conduct of the inmate or visitor poses a security threat to the institution.
- D. Visiting for Inmates in Program Segregation/Disciplinary Separation who are housed on Housing Unit 7
1. Hours

Monday through Friday	2:30 pm to 5:30 pm
Saturday/Sunday/Holidays	8:00 am to 11:00 am
 2. Visits will be held in the general population visiting room.
 3. Visitors must be processed in the entrance facility 45 minutes prior to the end of visiting hours in order to visit.
 4. A maximum of two (2) visitors on the inmate's approved visiting list will be permitted to visit at one time. Minors will be allowed and count as a visitor. All minors must be accompanied by an adult.

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5. Inmates will be assigned a table. The four tables closest to the front officer's station are designated for Housing Unit 7 visits. Outside and joint visits are not allowed.
6. Inmates must wear an arm band during the visit.
7. Inmates will be strip searched at the conclusion of the visit.

E. Visiting Process

1. It shall be the responsibility of the Security Department secretary to provide written notice to the Warden, Deputy Warden, Security Director, entrance facility, inmate, housing unit of the inmate, and the visiting room whenever a no-contact visiting restriction is imposed upon a general population inmate.
2. Upon receipt of this notice, entrance facility officers will attach the notice to the inmate's visiting list.
 - a. If the no-contact visiting restriction is imposed on an inmate, it applies to all visitors of that inmate.
 - b. If the no-contact visiting restriction is imposed on a particular visitor, it applies only to visits with that particular visitor.
3. When a visit is to take place under a no-contact visiting restriction, entrance facility officers will notify the visiting room officers and the segregation unit sergeant of the visit.
4. Upon arrival at the segregation building, the sergeant will instruct the visitors as to which visiting station they will utilize.
5. If the inmate has any contact with visitors on his way to the visiting booth, the visit will be terminated immediately.
6. The inmate will be stripped before being allowed to visit.
7. The inmate and visitors will not be allowed to leave the visiting booth except to use the restroom. The inmate must have permission of the sergeant before exiting the booth.
8. Once the visit is over, the visitors must leave the area before the inmate leaves the booth. At that time the inmate will be escorted to the strip search area and is strip-searched prior to returning to general population.
9. Inmates restricted to no-contact visiting are not eligible for joint visits.

XII. Shared Visits

- A. Inmates may be allowed a shared visit under the following conditions:
 1. The inmates requesting the visit must meet the definition of close family member per DOC Administrative Code 309.02 (4).
 2. All visitors must be on each of the inmate's IVTS060A – electronic Inmate Visitor List.
- B. Process for requesting and approval of shared visits.
 1. The inmates must submit a request to their social worker in advance. The request should state the name and relationship of the other inmate(s) with whom they wish to share the visit. The inmate must also identify the names of the visitors that are on both inmates' visiting lists.

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2. Social Service Department staff will conduct a file review to verify an immediate family relationship exists between the inmates.
3. If verified and approved, Social Service Department staff will notify the Security Office via email at which time the following statement will be added to the IVTS060A:
 Shared visit approved with (inmate name and number).
 All persons visiting must be on all the inmates' IVTS060A.
 _____ Approving Social Worker
 Date: _____
4. If approved, the Security Office will be responsible for entering the approved shared visit onto the inmates' IVTS060A.
5. Entrance facility officers must verify that all visitors are approved on all of the inmates' IVTS060A before allowing the visit to take place.

XIII. Professional Visits

- A. Visits will normally occur during institution business hours (0745 – 1145, 1300 - 1630 hrs, Monday through Friday excluding holidays). Exceptions may be made in emergencies with the approval of the Deputy Warden.

B. Legal/Business Visits

1. Attorneys or LAIP representatives must notify the Social Services Department 24 hours in advance of the proposed visit. Visits will be scheduled on a first come first serve basis, as space allows.
2. All requests for visits by business representatives such as community social service agencies, financial counselors, real estate agents, powers of attorney, etc. will be reviewed by the social worker before scheduling.
3. Required information for processing the visit request:
 - a. Identity of visitor and the firm, business or agency represented.
 - b. Name(s) of the inmate(s) being seen.
 - c. Date and time of the requested visit and the expected duration.
 - d. Special equipment/materials they are requesting to bring in.
 - e. Telephone number and address for call back and verification purposes.
4. When scheduling a visit, the individual making the arrangements should be informed of the following requirements for entry into the institution:
 - a. Each attorney is required to have a valid Bar Card and photo identification.
 - b. All other visitors must have a valid photo ID meeting the requirements listed in section I. G. 2.
 - c. Clothing requirements as listed in section V.
 - d. Requirements for search by the metal detector as outlined in section III.
5. Social Service Department staff will prepare a DOC – 1267 and send to the entrance facility listing the date and time of visit, visitor's name and title, purpose of visit, equipment or material authorized to come in and any special instructions upon arrival.
 - a. The inmate will receive a copy of the memo

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- b. If the inmate is in segregation, the segregation sergeant will also be copied.
 - c. The Control Center and security supervisor's office will receive copies.
6. When the visitor is cleared for entry, he/she will be directed to the Social Services Department, where a room will be provided for the visit.
7. The inmate will be called to the Administration Building by Social Services Department staff. He will check in with the pass officer and proceed to the Social Services Department.
8. Supervision of these visits is the responsibility of all staff in the visit location area.
9. If the visit is for an inmate in a segregated status, the visit will take place in the no-contact visiting booths in the segregation building. All materials will be passed by a security officer, after being searched for contraband.

C. Pastoral Visits

1. All pastoral visits shall be arranged through a chaplain at least 2 business days in advance of the visit.
2. Each inmate may have one pastoral visit per week.
3. Pastoral visits will be held in the visiting room unless an exception is granted by the Deputy Warden. Security staff will be responsible for supervision of pastoral visits.
4. Before a member of the clergy is approved as a pastoral visitor, they must complete and return for verification a DOC – 2076.
5. The chaplain will verify the information obtained via the DOC – 2076 before approval is granted to visit.
6. A DOC – 1267 will be completed by the chaplain for signature of the Deputy Warden with the following information:
 - a. Name of the visiting clergy.
 - b. Church or organization of affiliation.
 - c. Inmate(s) to be seen.
 - d. Time, date and length of visit.
 - e. Location of the visit.
 - f. Special equipment or material, if any.
 - g. Who to inform upon arrival of visitor.
7. Copies of the DOC – 1267 will be sent to the security supervisor's office, Control Center, pass officer, inmate and inmate's housing unit.
8. No items may be given to the inmate.
9. Pastoral visits for inmates in any segregated status will be no-contact and held in the segregation building.